

**LEGISLATIVE EDUCATION STUDY COMMITTEE
ANALYST JOB DESCRIPTION**

Job Title: Analyst

Reports to: Deputy Director

Open Until Filled

Send a letter of interest and resume to the Legislative Education Study Committee, attention Alonzo Baca, 325 Don Gaspar, Suite 100, Santa Fe, New Mexico, 87501, or via e-mail to: Alonzo.Baca@nmlegis.gov

General Description: LESC is seeking an analyst to conduct research and analyze fiscal and policy issues related to public education and teacher and school leader preparation programs. Candidate must possess superior writing, research, and communication skills. Experience with statistics and data analysis and analyzing financial and economic data, including revenue and expenditure measures preferred. Knowledge of issues related to public education, public school finance, and colleges of education helpful but not required.

Duties and Responsibilities:

- Conduct research on education issues, including collecting and analyzing budget, economic, and program data and evaluating public school budget policies and procedures;
- Evaluate accountability standards related to effective and efficient school performance;
- Analyze the effects of policy and fiscal measures on educational outcomes;
- Prepare, compile, and analyze data for education studies;
- Prepare and present findings of written reports to the Committee, including proposing statutory changes to improve educational outcomes;
- Work with executive agencies, school districts, and other education stakeholders;
- Analyze education and fiscal policy decisions and legislation;
- Monitor and assist education committees during the legislative session;
- Respond to legislative requests as assigned; and
- Perform other duties as assigned by the Director and Deputy Director.

Desired Qualifications: Bachelor's degree required, an advanced degree in economics, finance, business, public policy, law, or public administration is desired. Knowledge of policy and budget analysis, finance, spreadsheet and database applications, statistical and mathematical procedures such as cost-benefit analysis desired, and three years of relevant professional experience.

Knowledge of the New Mexico's education system, education policy, business and education finance, and state and federal laws governing education desired. Candidate should be able to: analyze and interpret education data; conduct research; evaluate education programs. Additionally, successful candidate should possess strong problem solving and analytical skills, be able to formulate policy recommendations, and express ideas clearly and concisely, both orally and in writing. Proficiency in Microsoft Office programs including Outlook required.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, initiate and manage projects independently, and balance multiple projects at once. Must possess excellent oral communication skills, superior writing and editing skills, and strong interpersonal skills, including the ability to work well on a team. Must be able to establish and maintain effective working relationships with legislators, associates, and the public and handle confidential matters in a trustworthy manner.